| **1** | **2** | **3** | **4** | **5** | **6** |
|---|---|---|---|---|---|
| **Program Review Engagement** | **Data Analysis** | **Report Writing** | **Finalized Recommendations & Plan Development** | **Implementation and Tracking** | **Recommendation Rollup Reporting** |
| MAY–SEPTEMBER | OCTOBER–MARCH | APRIL–JUNE | MAY–JUNE | FALL | FALL |
| Preliminary meetings are held between the program reviewer, chair and teaching team to introduce the program review process, review previous recommendations, and plan the program review logistics. The chair identifies unique features/priorities for the review and facilitates required meetings. | The program reviewer analyzes: quantitative data: e.g. program costing; enrolment trends; student retention; graduation rates; graduate placement; KPI data; external accreditation criteria *(where applicable);* student demographics; program review surveys *(faculty, students, PAC members, graduates, sector partners);* admission criteria; student grades; and qualitative data | Report finalization, action plan development and accountability phase. In collaboration with program administration, the program reviewer prepares a final report identifying program strengths, challenges, and opportunities. | Findings presented to key program stakeholders, and action plans developed to address recommendations over a three-year period. Recommendations integrated into divisional and business planning cycle. Recommendations entered into the Business Planning Tracking system. | Annual reporting on recommendations through Business Plan Tracking System; actions plans embedded in Business and Divisional Plans. Recommendations related to corporate and student services shared with relevant stakeholders. | Annual report on recommendations and related themes shared with PQAC; Senior Leadership & Board of Governors |
| Office of the President; Vice President Academic; Office of Academic Excellence; all postsecondary programs | Program Teaching Team, Students & Graduates, PAC & Community Partners *Internal:* Registrar, Institutional Research, Finance, Library, International Centre, COMMS. *External:* MTCU, CVS, OCAS, Competitors | Program Reviewer; Program Administration (Chair, Dean); Program Teaching Team | Program Reviewer; Program Administration (Chair, Dean); Program Teaching Team | Office of Academic Excellence; Program Administration (Chair, Dean); Program Teaching Team; Relevant Internal Stakeholders | Office of Academic Excellence; Program Quality Assurance Committee Senior LeadershipTeam; Board of Governors |

## PROGRAM REVIEW PROCESS

The Office of Academic Excellence (OAE) is responsible for maintaining a long-term program review schedule, which is reviewed & adjusted to efficiently adapt to scheduling complications,communicated widely, and posted on the college's intranet website.

**Stakeholders:** Office of the President; Vice President Academic; Office of Academic Excellence; all postsecondary programs

**Connected CQAAP Standards:** 1.1-1.7; 2.1, 2.3; 3.1-3.3; 4.1-4.4; 6.1, 6.2, 6.4.

**Frequency:** 5–7 years